

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I (Enforcement Division)
SALARY: From \$27,000 to \$30,000
JOB LISTING NO: 16-01
CLASS NO.: 0150
LOCATION: TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723

DURATION: Full-Time
CLOSING DATE: Until Filled
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION

Reports to the Enforcement Division Lieutenant and performs entry-level administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning the Enforcement Division programs and services.

Assists in maintaining investigative records and case files.

Assists in preparing, editing, and distributing correspondence, reports, forms, and documents.

Assists in compiling data for charts, graphs, databases, summaries, or reports.

Assists with general office duties such as ordering supplies, performing basic bookkeeping work, and assisting with general enforcement work.

May assist in planning meetings, conferences, and seminars.

May provide assistance answering and routing phone calls, taking messages, and greeting and directing callers to the appropriate staff.

May assist in the development of administrative or technical assistance policies and procedures.

May assist in researching, composing, designing, or editing agency publications.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical or administrative support work. Graduation from a standard senior high school or equivalent is required.

Knowledge, Skills, and Abilities

Ability to pass a law enforcement sensitive background investigation

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software including Microsoft word, excel, outlook, and SharePoint.

Ability to communicate and interact effectively with members of the public; to respond to public inquiries in a timely manner; to implement administrative procedures; and to interpret rules, regulations, policies, and procedures.

APPLICATION PROCESS:

Internal Applicants:

Submit a letter of interest which includes your qualifications and desire to serve in this position to the Enforcement Division Lieutenant not later than 5pm Friday 14 August 2015.

External Applicants:

Apply at <http://www.workintexas.com>. Resumes are not required but may be submitted before the closing date via mail, fax, or personal delivery to the **Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035, Fax: (512) 475-4623**. The Commission is an Equal Opportunity Employment Agency. **Applications received after the closing date will not be considered.**